

Feb. 15, 2019

**To: Employment First stakeholders**

**From: Acacia McGuire Anderson, Statewide Employment First Coordinator**

**Re: [Employment First](#): Referral & Release Tools**

(Please forward to your local partners & stakeholders)

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This message is to make sure everyone knows about a new resource available, the referral and release of information forms.

In 2018, at the recommendation of stakeholders, Oregon's Employment First agencies - Vocational Rehabilitation (VR), Office of Developmental Disabilities Services (ODDS) and Oregon Department of Education (ODE) - set a goal to incorporate best practices found around the state into the development of a statewide referral and release of information for employment services. These Employment First agencies also received technical assistance to develop these tools as part of an ODE grant from the National Technical Assistance Center on Transition (NTACT).

These referral and release tools, as well as the related training tools, are intended to help streamline the delivery of employment services for people with intellectual and developmental disabilities in Oregon by allowing multiple agencies to work together and share information to help people find jobs and advance in their careers.

In 2018, we piloted the referral and release of information in Jackson, Marion and Umatilla counties.

In April 2019, we will launch the new referral and release tools statewide. Referral tools include the statewide interagency Release of Information (Form 3010) and a statewide employment services referral document that contains a catalogue of employment-related information, so agencies know what sort of employment-related information exists. The tools can be used to refer a person for employment services to VR, ODDS, or both agencies simultaneously. Form 3010 was developed as a result of 2017 legislation that directed social service agencies to work together to develop and implement a statewide release of information. Starting April 1, 2019, the 3010 replaces form 2099 (the current DHS release of information). Already completed and signed 2099 forms remain effective until their expiration date

The referral and release of information is intended to:

- Facilitate a coordinated delivery of employment services through VR, ODDS and ODE.
- Expedite delivery of employment services by documenting what employment information might be available from the multiple agencies.
- Decrease duplication caused when a person has to recreate information for multiple agencies.
- Decrease the time case managers and counselors spend handling and following up for employment and eligibility information.
- Ensure agencies can share information for service delivery that may require certain protections under federal or state law or policy.
- Support the person to make an informed choice about sharing information relevant and necessary to deliver employment services.
- Submitting a referral and release of information does not constitute an application for services. It grants permission for ODE, VR, and ODDS to coordinate the delivery of employment services.

These referral and release tools should create a streamlined process for people in employment services. Additional information, including online and in-person trainings, stakeholder calls, and more, will be announced soon.

~ Acacia